INDEX September, 1953—June, 1954

Code:
The capitals after page numbers refer to month of issue. Shorthand entries are italicized.

Abney, Velma O.,
Real estate and building terms, 45 S, *s*
Abrahams, Rollie,
Secretary to Helena Rubenstein, 9 N
Secretary to Madame Etiquette, 11 M
Secretary to Rodgers and Hammerstein, 11 S
She dances during her lunch hour, 13 May
Abuse of company privileges, 21 F
Accessories for efficiency, 28 O
Adams, Velma,
The boss's wife, 42 S, *s*
Add color to your office, 16 May
Adding machines, *see* Meehan
Agricultural terms, 35 Ju, *s*
All about cables, 14 D
All about money orders, 29 S
All about telegram *plus* services, 14 J
Allen, Sarah,
For the girl who takes over, 17 Ju
The mind-reading typewriter, 29 O, *s*
Always my valentine, 24 F, *s*
And while he is away, 20 N
Angerer, Marthe J.,
Filing in an architect's office, 14 O
Another artyped alphabet, 44 O, 44 D, 40 F
Are you Miss Payroller, too, 37 N

Back to beautiful hair, 34 S
Barker, Bessie M.,
The Bosses' Broom, 48 O
Barry, Audrey,
Construction terms, 47 F, *s*
Barth, Ernie,
It's time to deck the halls, 22 D
Beam, Eliana,
You said it, 44 F, *s*
Begin at the starting line, 46 F
Blanchard, Clyde I.,
Shorthand is easier, 44 M
Boggess, Louise,
A Cinderella story, 23 J
How to change, 24 J
It can happen to you, 23 J
What to change, 24 J
Bolinger, G. Noel,
Begin at the starting line, 46 F
Look! listen! learn, 46 D
Bookkeeping, *see* 37 N
Bookkeeping contest, 31 J
Boss's Wife, The, 42 S, *s*
Bosses' broom, The, 48 O
Braymer, Daniel T.,
Electrical engineering terms, 41 J, *s*
Brennan, Lawrence D.,
Secretary at the North Pole, 9 D
Secretary to Edward R. Murrow, 11 O
Secretary to J. Peter Grace, Jr., 11 J
Star-spangled secretaries, 18 A
Brighton, Nell,
Mostly office lingo, 48 J
Brown, Shirley,
Miracles can happen, 40 M, *s*
Bruck, Belle,
"Not forever the same," 26 M, *s*
Bruner, Ruth,
Do you type well, file well, follow up well, 17 F
The time for dreams come true, 25 May
Building terms, 45 S, *s*
Burgess, Thornton W.,
Excerpt from *Letters from Famous People,* 42 F
Business has a birthday, 45 N, *s*

Cables, *see* Rae
Calculators, *see* Meehan
Carolan, Isabel T.,
Look down that ladder, 28 A
Cartoons, 4, 50 S; 3 O; 3 N; 2 D; 3 J; 3 F; 4, 46 M; 5, 48 May; 3 Ju
Case of the mounting mail pile, The, 9 Ju
Charlier, Beth,
The farmer takes a wife, 39 May, *s*
Chemical engineering terms, 44 N, *s*
Chocolate Town, The, 43 M
Christmas party, 42 D, *s*
Cinderella story, A, 23 J
Clock-watchers, 46 M
Competent typist speed tests, 40 S, 46 O, 40 N, 40 D, 44 J, 42 F, 44 M, 44 A, 44 May, 44 Ju
Congratulations to the annual OGA prize winners, 36 Ju
Construction terms, 47 F, *s*
Copyholders, *see* Office Shopping Center

De Leeuw, Adele,
The second time, 24 S, *s*
Dear American secretary, 26 A, *s*
Dickey, Donna,
Business has a birthday, 45 N, *s*
Job shopper or job-hopper, 21 A
Dingman, Stanley T.
It takes more than brains, 43 N
Dingwall, Janet,
What it's like to be a secretary in advertising, 13 N
Ditto, *see* Michaels
Do it gracefully, 20 S
Do you type well, file well, follow up well, 17 F
Dog days, 28 J, *s*
Don't forget your eyebrows, 38 O

Electrical engineering terms, 41 J, *s*
Employee grievances, 17 J
Englebardt, Stanley,
Secretary to the secretary, 11 A
English for transcribers, *see Hutchinson*
Evans, Evelyn,
How to rate a raise, 18 F
Spruce-up time in the office, 27 May
"Executive Suite," 8 Ju

Famous Painter and Personality, 45 D, *s*
Farmer takes a wife, The, 39 May, *s*
Fashion,
Accent on accessories, 39 J
Blouses, 34 J
from top to toe, 32 M
For Christmas belles, 32 D
Give yourself a valentine, 30 F
Less simmer this summer, 28 Ju
prelude to summer, 32 May
So right for fall, 36 O
So you want a new coat, 30 N
Something for September, 32 S
tailored for success, 30 A
Favorite Vacation Spot, A, 41 F
File and forget dept., 56 S-May, 54 Ju, *s*
File your packing problems, 30 Ju
Filing, *see* Angerer, Gross
Filing at Coca-Cola, 12 F
Filing at the U.N., 12 D
Filing in an architect's office, 14 O
Filing tip of the year, 45 O, *s*
Finding a life work, 46 F
Five o'clock, plus, 14 N
Flash Reading, 39 S, 43 O, 42 N, 45 D, 46 J, 41 F, 43 M, 47 A, 46 May
For Christmas belles, 32 D
For the girl who takes over, 17 Ju
Fountain pen care, 8 J
French, Marion Flood,
One big happy family, 42 J, *s*
Fresh beginnings, 41 A
Frosch, Adrienne
Hold the phone, 22 J
Turn to your telephone, 15 M
Who's got the button, 18 S
Your transcription ears, 23 Ju

General's secretary, A, 38 N, *s*
Getting him off, 19 N
Gilford, C. B.,
Lucky girl, 46 Ju, *s*
Girl who felt sorry for salesmen, The, 24 Ju, *s*
Girl who was appointed supervisor, 23 D
Glossary, 56 S-May, 54 Ju, *s*
Gone until four, 14 A
Good employee morale, 21 N
Good looks section, 31 S, 35 O, 29 N, 31 D, 33 J, 29 F, 31 M, 29 A, 31 May, 27 Ju; *see also* fashion, grooming
Good shorthand style, 27 S
Gould, Florence B.,
Quick relief for new-job jitters, 23 A
Grammar, *see Hutchinson*
Greenbaum, Anne,
Operation Miss Minerva, 46 S, *s*
Gregg awards, 32 J; *see also* Competent typist tests, OAT and OGA tests, Ulrich
Grooming, *see* Whitcomb
Gross, Marthe
Accessories for efficiency, 28 O
Filing at Coca-Cola, 12 F
Filing at the U. N., 12 D
New styles in desks, 26 O
Your desk—Pet or pet peeve, 25 O
Growing on the job, 20 M

Handling the boss's personal finances, 21 S
Happy holly-days, 20 D
Harris, Beverly,
"So sorry, Mr. Clark!" 28 May, *s*
Henry, Lorna,
Story behind the story in Hollywood, 16 D
High style in letters, 18 Ju
Hill, Everett W.,
The scissors grinder, 44 S
Hilsenrad, Margit,
Dear American secretary, 24 A, *s*
Hochstein, Rolaine,
The saga of Gwendolyn's desk, 26 May
Hocking, M. H.,
Secretary to sidewalk santas, 24 D, *s*
Hold the phone, 22 J
Host City of the Nation, 47 A, *s*
How to add on a "key-driven calculator," 18 J
How to change, 24 J
How to determine grain direction of paper, 23 F
How to handle the problem dictator, 15 S, 19 O, 12 N, 15 D, 27 J, 14 F, 14 M, 16 A, 20 May, 22 Ju
How to rate a raise, 18 F
How's your typing, 43 N
Huck, Virginia,
What it's like to be a secretary in personnel, 15 F
Hutchinson, E. Lillian,
Words, 30 S, 24 O, 16 N, 30 D, 26 J, 37 F, 25 M, 37 A, 23 May; *see also* Tessie asks the experts.

In the interest of justice, 38 A, *s*
Is your boss the commentator type, 15 D; a fogbound dictator, 14 M; last-minute dictator, 20 May; lending-library type, 16 A; lover of clichés, 14 F; name spouter, 15 S; sesquipedalian, 12 N; short-spurt dictator, 19 O; stenographer's little helper, 27 J; tenderfoot dictator, 22 Ju
It can happen to you, 23 J
It takes more than brains, 43 N
It's easy to memorize phone numbers, 55 J
It's fun to work at Mutual Life, 20 O
It's spring, 25 May

Job hunter's handbook,
Job shopper or job-hopper, 21 A
Preinterview check list, 22 A
Quick relief for new-job jitters, 23 A
Joseph, James,
Miracles can happen, 40 M, *s*
She's on the side of the law, 20 J
Story behind the story in Hollywood, 16 D
The private secretary who can't type, 11 Ju
Just a Mutt, 40 S

Keys to fortune, 46 D, 46 F
Krause, Ruthetta,
That common sheet of paper, 22 F

Lady in distress, 24 N, *s*
Lady with the lamp, The, 42 N
Leffingwell, Elsie,
Chicago, Illinois, 47 A
Cronin, A. J., 39 S
Eisenhower, Mamie, 43 O
Hershey, Pa., 43 M
New York City, 41 F
Nightingale, Florence, 42 N
Sandburg, Carl, 46 J
United Nations Headquarters, 46 May
Whistler, James McNeil, 45 D
La Sota, Adam,
Agricultural terms, 35 Ju, *s*
Less simmer this summer, 28 Ju
Lloyd, Dr. Alan C.,
High style in letters, 18 Ju
Oh! the new typewriters, 24 A
Also Tessie asks the experts
Longer life for your corsage, A, 47 M
Longer life for your hosiery, 34 May
Look! Listen! Learn!, 46 D
Look down that ladder, 28 A
Lucky girl, 46 Ju, *s*
Ludwig, Constance Halpin,
Lady in distress, 24 N, *s*
A survey of personal services, 19 S

MacRoberts, Nancy,
The girl who felt sorry for salesmen, 24 Ju, *s*
Making travel reservations, 18 N
Man with two careers, The, 39 S, *s*
Master surgery, 22 N
McDougall, Fanny,
Vacation with double pay, 4 Ju
Meehan, Dr. James R.,
How to add on a "key-driven calculator," 18 J
Meet ex-secretary Dorothy Bond, 16 S
Meet My Mamie, 43 O, *s*
Meet the mimeo kid, 16 M
Mereness, Ann,
Preinterview check list, 22 A
Typing high, 18 D
Typing paper with erase-appeal, 24 May
See also, Office Shopping Center
Merry Christmas — Deck the halls, 22 D
Michaels, Loid,
Master surgery, 22 N
150 copies, quick, 22 O
Mile-a-minute steno, 18 M
Miller, Susan,

Parachute, 47 D, *s*
Mimeograph, *see* Straub
Mind-reading typewriter, The, 29, O, *s*
Minutes by the hour, 15 J
Miracles can happen 40 M, *s*
Money orders, *see* Rae
Mostly office lingo, 48 J
Mueller, Beata,
Want to be a secretary in India, 18 May
Multiplying is easy, too, 19 J

National secretaries' week, 21 May
Nelson, Joan,
Add color to your office, 16 May
New styles in desks, 26 O
New transcription speed awards, 29 M
"Not forever the same," 26 M, *s*
November observances and holy days, 43 N
Noyes, Marion,
Happy holly-days, 20 D
Secretary to Bennett Cerf, 9 F
She dances during her lunch hour, 13 May
The two shortest weeks in the year, 14 Ju

OAT tests, junior, 44 S, 48 O, 43 N, 46 D, 47 J, 46 F, 42 M, 43 A, 43 May, 43 Ju
OAT tests, senior, 44 S, 48 O, 43 N, 46 D, 47 J, 46 F, 42 M, 43 A, 43 May, 43 Ju
Office equipment and supplies, *see* Angerer, Frosch, Gross, Krause; *also* Office Shopping Center
Office shopping center, 54 S, 49 O, 49 N, 50 D, 53 J, 50 F, 51 M, 53 A, 51 May, 50 Ju
OGA contest, *announcement,* 28 D; *copy,* 28 D, 49 F; *report,* 36 Ju; *winners,* 38 Ju
OGA membership tests, 28 S, 32 O, 28 N, 28 D, 32 J, 28 F, 30 M, 42 A, 42 May, 42 Ju
OGA tests, junior, 28 S, 32 O, 28 N, 48 D, 32 J, 28 F, 30 M, 42 A, 42 May, 42 Ju
Oh! the new typewriters, 24 A
On friendly relations, 33 O, *s*
One big happy family, 42 J, *s*
One girl was promoted, 20 F
150 copies, quick, 22 O
Operation Miss Minerva, 46 S, *s*
Osborne, Mary,
A general's secretary, 38 N, *s*
Our robin family, 44 May

Paper, *see* Krause, Mereness
Paquin, Emma R.,
In the interest of justice, 38 A, *s*
Parachute, 47 D, *s*
Patterned for today's secretary, 38 S, 42 O, 36 N, 39 D, 38 J, 36 F, 36 M, 36 A, 38 May, 34 Ju
Personal services, A survey of 19 S
Picture stories, 20 O, 14 N, 14 A
Planning his itinerary, 17 N
Poet and biographer—One-time secretary, 46 J, *s*
Pointers for practicing the OGA tests, 28 N, 28 F
Practice brings prizes, 27 F
Preinterview check list, 22 A
Prelude to summer, 32 May
Private secretary who can't type, The, 11 Ju
Problem Dictator, 15 S, 19 O, 12 N, 15 D, 27 J, 14 F, 14 M, 16 A, 20 May, 9 Ju
Public relations, 20 A
Publishing and printing terms, 49 D, *s*
Pugmire, Cecil G.,
The test, 49 J, *s*
Punctuation, *see* Hutchinson, Tessie asks the experts
Punctuation spacing rules, 43 A

Questionnaire on your efficiency, 17 F
Quick relief for new-job jitters, 23 A

Rae, Isabel B.,
All about cables, 14 D
All about money orders, 29 S
All about telegram *plus* services, 14 J
Ready for advancement, 17 F
Real estate and building terms, 45 S, *s*
Rogers, Susan M.,
Meet ex-secretary Dorothy Bond, 16 S
Rosenberg, R. Robert, *see* Tessie asks the experts
Roth, Isabelle A.
It's easy to memorize phone numbers, 55 J
Rothacker, Howard,
Another artyped alphabet, 44 O, 44 D
Russell, Virginia,
Always my valentine, 24 F, *s*
Christmas party, 42 D, *s*

Saga of Gwendolyn's desk, The, 26 May
Salary picture for secretaries, The, 24 M
Salty secretary, 20 Ju
Scissors grinder, The, 44 S
Scott, Gladys Guilford,
Clock-watchers, 46 M
Scott, Richard C.,
Textile terms, 46 A, *s*
Second time, The, 24 S, *s*
Secret of serenity, 44 S
Secretarial news, 27 D, 26 F
Secretaries Handbook,
Cinderella story, 23 J
It's spring, 25 May
Job hunter's handbook, 21 A
Ready for advancement, 17 F
Things you do for your boss, 19 S
When the boss takes a trip, 17 N
White-collar Christmas, 19 D
Winning promotions, 21 M
Your desk, 25 O
Secretary at the North Pole, 9 D
Secretary in advertising, 13 N
Secretary in personnel, 15 F
Secretary to
Arthur and Kathryn Murray 13 May
Bennett Cerf, 9 F
Edward R. Murrow, 11 O
Emily Post, 11 M
Helena Rubinstein, 9 N
J. Peter Grace, Jr., 11 J
Madame Etiquette, 11 M
Oveta Culp Hobby, 11 A
Rodgers and Hammerstein, 11 S
Sidewalk santas, 24 D
The secretary, 11 A
Traffic manager, 17 O
Shaw, Anna Howard,
The story of a pioneer, 46 O
She dances during her lunch hour, 13 May
She's on the side of the law, 20 J
Shorthand, *see* Ulrich, Zoubek in Tessie asks the experts
Shorthand awards, 31 O
Shorthand is easier, 44 M
Shorthand reading speed drills, 39 S, 43 O, 42 N, 45 D, 46 J, 41 F, 43 M, 47 A, 46 May
Singing secretary, The, 38 F, *s*
Slattery, Catherine Anne,
Publishing and printing terms, 49 D, *s*
So right for fall, 36 O
"So sorry, Mr. Clark!" 28 May, *s*
So you want a new coat, 30 N
So you want to work abroad, 17 A
So you'd like to be a supervisor, 23 S
Something for September, 32 S
Something new for New Year, 47 J
Spelling, see Hutchinson, *also* Tessie asks the experts
Spring fervor, 41 May
Spruce-up time in the office, 27 May
Star-spangled secretaries, 18 A
Start a training program, 22 May
Statement of ownership, management, and circulation, 52 N
Stewart, Marie M.,
Is your boss the commentator type, 15 D
fogbound dictator, 14 M
last-minute dictator, 20 May
lending-library type, 16 A
lover of clichés, 14 F
name spouter, 15 S
sesquipedalian, 12 N
short-spurt dictator, 19 O
stenographer's little helper, 27 J
tenderfoot dictator, 22 Ju
Story behind the story in Hollywood, 16 D
Story of a pioneer, The, 46 O
Straub, Lura Lynn,
Meet the mimeo kid, 16 M
Strony, Madeline S.,
Abuse of company privileges, 21 F
Case of the mounting mail pile, The, 9 Ju
Employee grievances, 17 J
Girl who was appointed supervisor, 23 D
Good employee morale, 21 N
Growing on the job, 20 M
Public relations, 20 A
So you'd like to be a supervisor, 23 S
Start a training program, 22 May
Women supervisors? Bah! 16 O
See also Tessie asks experts
Sublette, Margaret,
Dog days, 28 J, *s*
Supervisor, *see* Strony
Surveys,
Personal services, 19 S
Salaries, 24 M
Szylwin, Lee,
Chemical engineering terms, 44 N, *s*

Teachers, please note, 30 M
Technical terms in Gregg Simplified, 45 S, 44 N, 49 D, 41 J, 47 F, 46 A, 35 Ju
Telegraph services, 46 D; *also see* Rae
Telephones, *see* Frosch
Ten tips for better wear, 35 May
Tessie asks the experts, 6 S, 6 O, 4 N, 4 D, 4 J, 4 F, 6 M, 6 A, 6 May, 6 Ju
Tessie goes shopping, 36 S, 40 O, 34 N, 36 D, 40 J, 34 F, 38 M, 34 A, 36 May, 32 Ju
Test, The, 49 J, *s*
Textile terms, 46 A, *s*
That common sheet of paper, 22 F
Their windows say "Merry Christmas," 19 D
Things you do for your boss, The, 20 S
Time for dreams come true, The 25 May
Transcribing machines, *see* Frosch
Transcribing speed practice, 41 S, 47 O, 41 N, 41 D, 45 J, 43 F, 45 M, 45 A, 45 May, 45 Ju
Trumper, Elizabeth F.,
Do it gracefully, 20 S
Handling the boss's confidential finances, 21 S
Things you do for your boss, 20 S
When the boss takes a trip, 17 N
When you go shopping for him, 22 S
Winning promotions, 21 M
Turn to your telephone, 15 M
Two shortest weeks in the year, The, 14 Ju
Typewriters and typing, *see* Lloyd, Mereness, Tessie asks the experts
Typing awards, 27 N
Typing designs, *see* Rothacker
Typing high, 18 D
Typing paper with erase-appeal, 24 May

Ulrich, Florence Elaine,
Awards, 32 J
Bookkeeping contest, 31 J
Congratulations to the annual OGA prize winners, 36 Ju
Fresh beginnings, 41 A
Good shorthand style, 27 S
International OGA contest, 28 D, 36 Ju
New transcription speed awards, 29 M
Pointers for practicing the OGA tests, 28 F
Practice brings prizes, 27 F
Shorthand awards, 31 O
Spring fervor, 41 May
Typing awards, 27 N
United Nations Headquarters, 46 May

Vacations with double pay, 4 Ju
Valentry, Duane,
The singing secretary, 38 F, *s*

Want to be a secretary in India, 18 May
Waterman, Helen
One girl was promoted, 20 F
Salty secretary, 20 Ju
So you want to work abroad, 16 A
Their windows say "Merry Christmas," 19 D
What it's like to be a secretary to a traffic manager, 17 O
Waters, Wanda,
On friendly relations, 33 O, *s*
Western Union offices and agencies abroad, 46 D
What it's like to be a secretary in advertising, 13 N
in personnel, 15 F
to a traffic manager, 17 O
What to change, 24 J
When and how to ask for a raise or promotion, 22 M
When the boss takes a trip, 17 N
When you go shopping for him, 22 S
When you should say "no," 23 M
When you're boss, 23 S, 16 O, 21 N, 23 D, 17 J, 21 F, 20 M, 20 A, 22 May
Whitcomb, Helen
Add beauty to your bath, 32 F
Back to beautiful hair, 34 S
Beauty footnotes, 32 N
Don't forget your eyebrows, 38 O
Less simmer this summer, 28 Ju
Longer life for your hosiery, 34 May
Make the most of your Christmas perfume, 34 D
New face for spring, A, 34 M
New you for a new year, A, 36 J
"Well put together" look, The, 32 A
Whitcomb, John P.,
Mile-a-minute steno, 18 M
White, Jerry,
Five o'clock, plus, 14 N
Gone until four, 14 A
White-collar Christmas, 19 D
Whitman, Lydia,
Our robin family, 44 May
Who's got the button, 18 S
Why take shorthand, 43 May
Wilson, Evelyn F.,
Filing tip of the year, 45 O
Minutes by the hour, 15 J
Winning promotions, 21 M
Women supervisors? Bah! 16 O
Words—just teasers, 30 S, 24 O, 16 N, 30 D, 26 J, 37 F, 25 M, 37 A, 23 May
Words can be teasers, 23 May
World Capital, The, 46 May
Writing for hotel reservations, 18 N

You have to know—
All about cables, 14 D
All about money orders, 29 S
All about telegram plus services, 14 J
You said it, 44 F, *s*
Your desk—pet or pet peeve, 25 O
Your transcription ears, 23 Ju

Zoubek, Charles E., see Tessie asks the experts